



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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IN REPLY
REFER TO

JAN 08 2001

DESC-CPA

CONTRACTING INSTRUCTION (CI): 01-1
MEMORANDUM FOR CI Distribution

SUBJECT: DESC Forms on Q Drive

This CI is being issued as notice to all DESC personnel that many DESC procurement forms have been "automated" as fill-ins for your "electronic" use. The forms are located on the Q drive:

Q/ C/ Forms (see Attachment for listing)

There are also two forms that have not yet been automated:

DD Form 350 (current 4-page "test" version)
Application for the Defense Acquisition Corps

It is strongly suggested that all users copy the desired form to their U drive for completion and then delete after printing; it is advised that a new form be copied from the Q drive for each usage. The form may have been updated, or simply edited; minor editing would most likely not result in a date change to the form, preventing the user from determining whether changes were made since the last usage.

Note: The "padlock" on the toolbar must be highlighted in order to complete the form.

The following small business forms are in FormFlow for your convenience:

DESC 19.1
DESC 19.2
DESC 19.24

DESC 19.34(c)



These forms are effective immediately. For usage problems and/or suggestions, please contact Cheri Bohman, extension 7626.

This CI expires upon dissemination.



SHARON L. MURPHY
Center Senior Procurement Official

Attachment

NEWLY AUTOMATED DESC FORMS

DESC Form Number	Form Title
2.40	ATAAPS for Timekeepers & Supervisors
4.29	Late Bid Proposal Info Record
4.30	DESC Customer Ordering Form
4.67	Data for EEO Compliance Review Request
4.70	Deter'n of Responsibility – Waiver of Preawd Survey
4.70a	Deter'n of Responsibility – Mod
4.70b	Deter'n of Responsibility – Waiver of Preawd Survey – General
8.12	PC&S Germany – Offeror price list
11.28	Low Tie Bid Drawing Memo
11.43	Request for Cost Price Analysis Services
12.20	Request for Exception
12.34	SDB Dollars Report Form
12.34a	SDB Dollars Report Form Bulk
12.34b	HUBZone PEP Report Form
15.5	Data for Synopsis of Proposed Procuremenet
15.10	Acquisition Plan
15.16a	IFB Successful Fax Cover
15.16b	IFB Unsuccessful Fax Cover
15.16c	IFB Successful Letter
15.16d	IFB Unsuccessful Letter
15.16e	RFP Successful Fax Cover
15.16f	RFP Unsuccessful Fax Cover
15.16g	RFP Successful Letter
15.16h	RFP Unsuccessful Letter
15.19a	Company Action Request
15.26	Mailing Label Request
19.16	DESC Routing Instructions
20	Other Agreement Request
FL-3	Late Offer Letter
FL-4	SF 129 Letter
FL-45	Cert'n of Funds – 1-3 Items
FL-45A	Cert'n of Funds – 4 or more items